

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

INSURANCE ANALYST

Role Title: Health Care Compliance Specialist I

Position #00294

Pay Band 4, Level I Hiring Range: \$32,619 - \$53,843

Closing Date: November 16, 2015

Program Operations Division - This position is responsible for determining cost-effectiveness and applicant eligibility for participation in the Health Insurance Premium Payment Program (HIPP) and HIPP for Kids Program. The incumbent provides case management of assigned cases, including processing payments on a monthly basis to recipients in accordance to established guidelines. Requires comprehensive knowledge of health care practices and health insurance operations. Must have knowledge of HIPAA regulations, federal and state regulations, and policies regarding health care. Requires demonstrated ability to determine cost-effectiveness after reviewing medical insurance information. Must have demonstrated ability to communicate effectively both orally and in writing, and to develop and edit correspondence. Requires demonstrated ability to interpret policy, procedures, and regulations. Must be able to perform financial and cost effectiveness calculations. Must be proficient using PC with word processing and spreadsheet applications. Prefer training in health care administration, health insurance programs or business administration or equivalent work experience.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: <http://www.dmas.virginia.gov/Content/pgs/ab-emp.aspx>

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA